



School of Social Work  
Field Education Program  
Chico, CA 95929-0550  
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www.csuchico.edu

## CalState S4 Field Instructor User Guide

### Getting Started

#### Logging in

1. Go to <https://app.calstates4.com/csuchico>
2. Click the **Community Partner Log In** button

Student/Faculty Log In

Community Partner Log In

If you're stuck in a sign in loop, [follow the steps in this link](#).

### Welcome to CalStateS4 for CSU Chico

Welcome to S4 at California State University, Chico!

S4 is the gateway to field placements for Social Work students.

Please login with your portal ID

Questions? Contact Nicole Davis [nmdavis@csuchico.edu](mailto:nmdavis@csuchico.edu)

3. Provide your log in information. Click the **“Request new password”** link if you have forgotten your password

## Community Partner Login

Log in [Request new password](#)

Username **Required**

Password **Required**

[Log in](#)

4. Click on **“View/Manage Students”** to see all current and previous interns

## Hello Nicole! What would you like to do?

Your affiliated sites		
Program(s)	Site Name	
Social Work	6th Street Center for Youth	<a href="#">View/Manage Students</a>

5. Click the placement number link to access a student's placement page

## Placements

For — 6th Street Center for Youth

[View](#) [Opportunities](#) [Placements](#)

Fall 2020

Placement	First name	Last name	Program	Course	Site Staff	Opportunity	Estimated Hours	Reported Hours	
<a href="#">136823</a>			Social Work	Social Work	SWRK 489A (1): Social Work Practicum I	Nicole Davis	none	480	none

6. Form names start with the person assigned to complete them. At this time students are responsible for completing all forms. Agency Field Instructors are responsible for reviewing and signing.

## Placement #136823

**Student:** Social Work Student  
**Placed by:** Nicole Davis  
**Course:** SWRK 489A (1): Social Work Practicum I  
**Program:** Social Work  
**Site:** 6th Street Center for Youth  
**Site Staff:** Nicole Davis  
**Opportunity:** (empty)

**Placement Term(s):**  
Fall 2020  
**Estimated Hours:**  
480  
**Reported Hours:**  
Not Reported

## Signup Forms

Student Learning Contract

Complete form

Student Safety Orientation Checklist

Complete form

Student Ethical Guidelines and Consent

Complete form

Student Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims

Complete form

7. Once a form is completed, you can view it from the same page by clicking on “**View Submission**”

## Signup Forms

Student Learning Contract	Complete draft	0/3 signatures
Student Safety Orientation Checklist	Complete form	
Student Ethical Guidelines and Consent	View submission	1/3 signatures
Student Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims	Complete form	

8. Student forms require 3-4 signatures
  - a. Student
  - b. Main site staff (on-site agency field instructor or task supervisor)
  - c. Secondary signature (task supervisor or off-site agency field instructor) *\*some students may not have a secondary signer*
  - d. Faculty Field Liaison

9. Once the student has completed and submitted a form an automatic email will be sent to the main site staff and the secondary signer prompting them to click a link in order to review and sign the form.

Hello Nicole Davis,  
SWRK Student has completed their Student Learning Contract. It is now ready for you to review and sign.

To sign this form [click here](#)

10. Once you are viewing the form, you can look in the upper right of the page to see which signatures have been submitted (in green) and which signatures are still needed (in red).

11. Review the form and then click the **Signature 1** link and scroll to the bottom to electronically sign and submit.

## Student Ethical Guidelines and Consent

[Download PDF](#)

Additional Signature Forms  
✖ Field Liaison Signature  
✔ Signature 1  
✖ Signature 2

### Placement #135352 Information

**Student:** Social Work Student  
**Program:** Social Work  
**Course:** SWRK 489A (1): Social Work Practicum I  
**Program site:** Basic Needs

**Term:** Fall 2020  
**Estimated Hours:** 0  
**Reported Hours:** 0  
**Student ID:** swrkchico

If you have any problems navigating S4, please contact Nicole Davis  
[nmdavis@csuchico.edu](mailto:nmdavis@csuchico.edu)

